

<h1>横須賀基地空席広報</h1> <h2>VACANCY ANNOUNCEMENT</h2>		広報番号 : Announcement No.	SRF-80-05
		募集締切日: Closing Date	21 Sep 05
		発行日 : Date of Issue	8 Sep 05
<b>1.職種名 Job title ( 等級 Grade <u>4</u> / 語学等級 LAD <u>2</u> )</b> <b>Administrative Specialist, #9</b> <b>(管理専門職)</b> <input checked="" type="checkbox"/> 事務系 <input type="checkbox"/> 技能系 <input type="checkbox"/> 保安系 <input type="checkbox"/> 医療系 Administrative    Blue Collar Trade    Security    Medical		<b>募集人数</b> No. of Recruitment  <b>1 名</b>	
<b>2.部隊 Activity</b> U.S. Naval Ship Repair Facility, Yokosuka Planning Department (Code 200) <b>勤務場所 Work Place:</b> 横須賀市 泊町 Tomari-cho, Yokosuka		<b>4.募集範囲 Area of Consideration</b> <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input checked="" type="checkbox"/> 外部 Off Base Applicant	
<b>3.勤務時間 Work Schedule ( 週 <u>40</u> 時間制 hrww )</b> 勤務日 Work Days: 月曜日から金曜日 Monday - Friday 勤務時間・休憩 Work Hours/Recess Period: <b>0800 – 1645 / 1200 - 1245</b> <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel		<b>5.雇用の種類 Type of Employment</b> <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> HPT <input type="checkbox"/> 常用 Permanent <input checked="" type="checkbox"/> 限定 Limited Term ( <b>6</b> カ月 Months )	
<b>6.職務内容 Duties</b> Serves as an assistant to the Planning Department Manager/Officer and the Chief Planner, and performs a variety of administrative work to support ship repair projects; 1) Obtains and presents necessary documents and background information to the supervisors, collecting and summarizing the data for supervisors to review the ship repair project progresses. 2) Develops and maintains various charts and data such as Standard Job Order List, organizational data, and presentation material of the ship repair projects. 3) Serves as a central source of information for administrative matters, establishes and maintains office files. 4) Receives telephone calls and places outgoing telephone calls to various officials, including overseas area. 5) Receives and reviews incoming and outgoing correspondence, types correspondence, instructions, reports, etc., from rough drafts. 6) Performs miscellaneous work such as serving as interpreter/translator. Performs other related or incidental duties as assigned.			
<b>7.資格要件／身体条件 Qualification/Physical Requirements</b> a. One year of clerical, technical, or administrative work experience in any field. If applicant does not have such work experience, completion of 4-years college/university in any field may qualify him/her at 1-4 level. b. Knowledge of navy correspondence, procedures governing administrative phases of Planning Department. c. Skill in operating personal computer such as Microsoft Outlook/Work, Excel, Power point and Access, etc. d. Ability to perform general clerical work and secretarial work. e. Ability to speak, read and write English and Japanese at average proficiency level (LAD-2). * A handicapped applicant may be accepted, depending upon the degree and kind of disability.			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input checked="" type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional 学歴 Educational Background : N/A    免許証／修了証 License/Certificate Required : N/A			

8.提出するもの Application and Associated Documents		職務状況 Working Condition
<p>*<input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement (HROY Form 1) <a href="http://hro.cnfj.navy.mil">http://hro.cnfj.navy.mil</a></p> <p>*<input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience (HROY Form) <a href="http://hro.cnfj.navy.mil">http://hro.cnfj.navy.mil</a></p> <p>*の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either</p> <p><input checked="" type="checkbox"/> 英語の能力を証明書するものの写し Certificate of English Proficiency (Copy)</p> <p><input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm)</p> <p>12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.)</p>		
問い合わせ先 for Job Inquiries	提出先 Office to Submit	事務処理欄 For Official Use
<p>☎ 担当部署／担当者名 Office/POC</p> <p>米海軍横須賀基地</p> <p>艦船修理廠 コード 8 4 0</p> <p>担当者名 Name： 里見／(高野)</p> <p>直通 046-816-4553/(4552)</p> <p>(DSN) 243-4553/(4552)</p>	<p>〒238-0001 神奈川県横須賀市泊町 1 番地, Box 22</p> <p>1 banchi Tomari-cho, Yokosuka, Box 22</p> <p>米海軍横須賀基地統合人事部雇用課 (HRO)</p> <p>CNFJ, HRO N131D</p> <p>直通 046-816-8152 (DSN) 243-8152</p>	<p>PD No.: SRF-200-002-LT</p> <p>PD is accurate and current.</p> <p>Certified by Activity: kk</p> <p>HRO: ah 9/7</p>

提出された応募書類はお返ししません Submitted applications will not be returned.